



September 15, 2017
JOB VACANCY ANNOUNCEMENT

First District Appellate Court
160 North LaSalle Street
Chicago, IL 60601

Applicant may be required to submit additional materials and/or complete job specific tests for the position.

POSITION:	Appellate Attorney
DIVISION:	First District Appellate Court
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
MINIMUM SALARY:	Minimum salary \$62,244; salary at hire to be commensurate with experience

ESSENTIAL RESPONSIBILITIES: This is a professional position responsible for assisting the twenty-four justices of the First District Appellate Court and the Clerk of Appellate Court with a variety of legal and procedural issues relating to the appeals filed with the Court. This position assists the Clerk of Appellate Court and the Chief Deputy Clerk with overseeing the management and day-to-day operations of the Clerk's Office. Work is performed with considerable independence and latitude for professional judgment under the direction of the Clerk of Appellate Court and is evaluated through conferences, observation of work in progress, and work completed.

FUNCTIONS INCLUDE:

- Processes all pro se motions, Finley and Anders petitions and responses, motions for late notice of appeals, and drafts orders for the Court.
- Oversees the child custody docket and emergency motions filed with the Court.
- Responds to questions posed by the Court relating to all pro se motions and procedural issues.
- Reports to the Court any issues with the content of motions and advises accordingly.
- Researches and analyzes law regarding issues addressed by parties or the Court.
- Responds to questions presented by attorneys and pro se litigants in person, over the phone, and by mail.
- Assists in preparing a ready list of cases to be added to the Court's docket.
- Responsible for checking errors in the filing of new appeals and advises the Court.

- Confers with the Clerk of Appellate Court, judges, law clerks and other staff attorneys on assignments and corresponding analysis.
- Assists with the management and day-to-day operations of the Clerk's Office.
- Studies current legal publications, recent opinions of the Illinois Supreme and Appellate Courts and other relevant state and federal cases, reviews recent legislation.
- Conducts substantial empirical research for the Court on cases involving new laws.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE: Graduation from a law school accredited by the American Bar Association; licensed to practice law in Illinois; and a minimum of four years post-bar legal experience, or two years as an appellate lawyer or law clerk to a judge or justice is required.

Candidates must possess working knowledge of general law, state laws, established precedent and sources of legal reference; working knowledge of Supreme Court and Appellate Court Rules and Rules of Evidence; familiarity with appellate practices; ability to apply legal principles and specialized knowledge to individual cases and problems; ability to appraise and organize facts, evidence and precedents; ability to use independent judgment within established practice and procedural guidelines; proficiency with Microsoft Office products, with strong computer technology skills and ability to learn new software; excellent research and writing skills; excellent oral communication skills; strong analytical, organizational, and interpersonal skills; ability to work cooperatively with other members of the staff or court.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended periods of time.

Applicants must submit a letter of interest; a resume, specifically addressing compliance with the Education, Experience and Qualification requirements set forth above; and salary history information to:

**Thomas D. Palella
Clerk of the Appellate Court
Illinois Appellate Court, First District
160 N LaSalle, Suite S1403
Chicago, Illinois 60601**

This position will remain open until filled. However, those individuals submitting materials by October 16, 2017 will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER